



Policy number	GOV-10
Policy name	Council/Executive Director & Registrar Relationship
Approved	May 27, 2022
Last reviewed	September 12, 2025
Scheduled review	Q3 2027

POLICY

Council determines the strategic direction of the College within regulatory and policy frameworks. Council sets policy on governance, finance, risk management, and strategic direction.

The Executive Director & Registrar manages the operations of the College within Council's policy and regulatory framework.

The Council and Executive Director & Registrar have a collegial and mutually supportive relationship that is reflected in open, honest communication and clearly stated policies, directions, motions, and expectations.

One Employee

Council employs and sets expectations for the Executive Director & Registrar and determines compensation and has the authority to terminate the employment for the Executive Director & Registrar. The Council's sole connection to the operational organization, its achievements, and conduct is through the Executive Director & Registrar.

Executive Director & Registrar Accountability

The Executive Director & Registrar is accountable to ensure Council is:

- ☒ fully informed of the financial condition of the College, current trends, potential changes in legislation, legal action against the College, significant internal or external changes, risk management and opportunities and changes in assumptions on which Council policies have been or may be based
- ☒ provided with timely and relevant reports and materials that will allow Council to determine compliance with approved policies
- ☒ advised of emergent issues affecting the profession, College, Council, public and/or staff
- ☒ provided with complete, wide spectrum and pertinent resources to support Council's decision-making process
- ☒ informed of potential substantial financial expenditures beyond budget such as disciplinary matters or appeals
- ☒ provided subject matter expertise, training, professional development opportunities, and support
- ☒ provided complete meeting packages including agenda, reports, research, and follow-up items.

Council Accountability

- ☒ Council directs only the Executive Director & Registrar. All other staff responsibility and accountability is delegated through the Executive Director & Registrar

- ☒ Council has a responsibility to ask questions, request information, and request professional development
- ☒ Council collectively and individually maintains a collegial relationship with the Executive Director & Registrar.

Council Direction

- ☒ Decisions of Council are the only decisions binding on the Executive Director & Registrar.
- ☒ Council will make policies that direct and support the Executive Director & Registrar in achieving the goals and strategic objectives of the College.
- ☒ Council members, individually and collectively, will respect and support the Executive Director & Registrar's choices in implementing approved Council policies.

DEFINITIONS

none

APPENDICES

none

REFERENCES

CAD Bylaws

DOCUMENT HISTORY

Date	Action	Rationale
27/05/22	New	Provide Clarity
15/09/23	Reviewed	As scheduled
12/09/25	Reviewed	As scheduled